



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

**MASTER SERVICES AGREEMENT
REVENUE MAXIMIZATION SERVICES
USER INSTRUCTIONS
SUPPLEMENT #1 (February 11, 2008)**

CONTRACTOR(s):	Public Consulting Services
CONTRACT NUMBERS:	5-03-70-63-IT
CONTRACT TERM:	NOVEMBER 6, 2003 THROUGH NOVEMBER 5, 2008.
SERVICE:	REVENUE MAXIMIZATION SERVICES
DISTRIBUTION CODE:	Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: http://www.pd.dgs.ca.gov/masters/default.htm

Changes to User Instructions:

A. EXERCISING OPTION TO EXTEND MSA FOR ONE (1) ADDITIONAL YEAR

This will be the second and final one (1) year extension.

Change contract period:

From: November 6, 2003 through November 5, 2007

To: November 6, 2003 through November 5, 2008

B. Contractor(s) and Contractor Numbers:

The contract extension includes only one (1) contractor, Public Consulting Services. The user instructions revise contractors from various to include only Public Consulting Services and the corresponding contract number 5-03-70-63-IT.

C. State Contract Administrator contact information is now:

Lorna Brisco, Contract Administrator

707 Third Street, 2nd Floor

West Sacramento, CA 95605

Phone #: (916) 375-4448

Fax #: (916) 375-4663

E-mail: lorna.brisco@dgs.ca.gov

D. Table of Contents

Under the Introduction Section, item D is corrected as Order Initiation and sections are renumbered accordingly.

MASTER SERVICES AGREEMENT BUSINESS MANAGEMENT CONSULTING SERVICES USER INSTRUCTIONS

E. Benefits:

Due to limited participants on current MSA, statements number one & two regarding the choice of multiple qualified contractors were removed.

F. Order Placement

Authority of amendments changed from Management Memo 03-10 to Management Memo 07-10.

G. Order Initiation

The DGS administrative fee language changed to more accurately reflect the most current administrative fee by removing the stated percentage of 2.24% and providing a link to the fee schedule instead.

The DGS charges the ordering department of this MSA an administrative fee that is to be applied to the total order amount. The fee is a specified percentage of contracted services. The current administrative fee schedule is located at <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>. The fee is not included in the contractor's hourly rates for this MSA. The Multiple Award Program Section (MAPS) will bill the agency directly for the administrative fee.

H. Procurement Guidelines:

Language under procurement guidelines changed to incorporate State Administrative Manual Management Memo Number MM 07-10 which increases the dollar thresholds for non-information technology (NON-IT) services obtained through a Master Service Agreement from \$250,000 to \$500,000.

During the MSA contract term, state agencies' orders are limited to a maximum of \$500,000 per contract order. There shall be no minimum dollar value required on any contract order.

1. Contracts less than \$50,000 are exempt from DGS/OLS Review/Approval
2. Contracts equal to or more than \$50,000 are subject to DGS/OLS Review/Approval

Departments may not execute a non-IT Services Master Agreement transaction in excess of \$500,000.

Signature is on file

Skip Ellsworth, Manager, Multiple Award Program

2/14/08

Date